IT Unit 3

Topic 2

# Ch. 3, Data Analytics: Drawing Conclusions, Part 2

**Project Management,** p 134- 144

1. What is project management?

* Project management is the process of planning, organising and monitoring a project in order for it to be completed on time and within budget

1. What is the role of a Gantt chart?

* A Gantt Chart is a project management too that show tasks as bars on a timeline, manage resources and are modified over time to monitor project progress.

Key Concepts, p 135

1. What is a milestone?

* A milestone represents the achievement of a significant stage in a project and has zero-time duration.

1. What is its purpose?

* A milestone purpose is show that the project is on time and the project is meeting the milestones.

1. Explain the nature of dependencies.

* Tasks are interdependent, meaning that they must be completed in a particular order. The commencement of some tasks depends directly on the tasks that is completed before.

Processes

1. Outline the nature of the following processes in project management:
   1. Task identification

* Breaks down a big tasks such as Unit 3 Outcome 2 down into smaller tasks.
* Example
* Research multiple topics
* Decide one a single topic
* Create Gantt Chart and etc.
  1. Sequencing
     1. What is a predecessor and a successor?
* Tasks that must be complete before another task can begin are called predecessors, the dependent tasks are called successors.
  + 1. What is slack time?
* Slack time Is the amount of time by which one tasks is shorter than a concurrent tasks
  1. Time allocation resources
     1. What is a project’s critical path?
* the sequence of stages determining the minimum time needed for an operation, especially when analysed on a computer for a large organization.

**Documentation using Gantt charts, p 138**

1. What is a contingency?

* A contingency is an unforeseen event, incident or emergency.